



As approved by the Idaho State Capitol Commission, September 2003, the following guidelines apply to the use of public space (as defined in Idaho Code, § 67-1602[1]) in the State Capitol Building and on the Capitol Grounds, and are intended to promote the use of the Building and Grounds while preserving their dignity, beauty, safety, and security. Above all, please respect our Capitol Building and its Grounds, and help us preserve them for future generations.

1. **LOCATIONS:** Public events may take place on the exterior stairs or in the rotunda. In order to preserve the Grounds, scheduled events are discouraged from taking place there. The Department of Administration will determine when an exception is necessary. Organizations and individuals wishing to use the steps or rotunda must submit a completed Statement of Responsibility, available at www.idahocapitolcommission.org/cap_use_agreement.pdf.
 - a. Exterior stairs may be used for public forum and scheduled for any group or individual for up to 4 hours.
 - b. Public events can be scheduled in the Capitol Rotunda for an 8-hour period in any given day, including set-up and removal, between 8:00 AM and 5:00 PM, unless arranged otherwise with Facilities Services at least one week in advance. Events will have a state sponsor and a content that is statewide in scope unless approved by the Director of the Department of Administration.
 - c. Requests for use of the Capitol Rotunda during the year excepting the legislative session should be made to Facilities Services at 332-1933. Requests for events on the 3rd and 4th floors, and to take place during Legislative Session, should be made to the Legislative Information Center at 332-1000. Once a location is established for an event, it may be moved to another location only as coordinated by Facilities Services.
 - d. Requests for use of the Capitol 1st and 2nd floors during the legislative session will be considered by Facilities Services in consultation with the Legislative Information Center. The Director of the Legislative Information Center will consider requests for use of the 3rd and 4th floors during legislative session.
2. **SAFETY:** To protect the safety of event attendees, employees, and the general public;
 - a. Children participating in an event must be accompanied by an adult or responsible party at all times.
 - b. Electrical cords must be protected by cord covers or gaffers tape to prevent a trip hazard.
 - c. No item may be placed on the railings of the Rotunda or stairways unless approved by Facilities Services.
 - d. No item may be tossed in the Rotunda from one level to another.
 - e. Tables, chairs, exhibits, and other items must be located so as not block offices or room entrances, or to restrict the flow of pedestrian traffic or emergency egress.
 - f. Items such as packages, briefcases, and backpacks are subject to search.
 - g. Interior stairs, hallways, floors or exterior stairs and aprons may not be used by individuals on skateboards, roller skates, bicycles, or similar conveyances.
 - h. Users may not carry placards or signs attached to wood or metal posts of any type, within the building.
3. **SOUND LEVEL:** The Capitol building is a working office building. All events taking place in the Capitol must be considerate of those working in the building, and take all necessary steps to avoid disruption to business. Events outside the Capitol are subject to local Boise ordinances.
 - a. Bands, choirs, or other musical performances, or activities that might otherwise cause a disruption to those working in the building, must be approved by Facilities Services before taking place. Approval of such events will take into consideration the size, extent, and duration of the proposed event, and planned meetings, tours, or other events taking place in the Capitol.
 - b. Public-address systems, stereo amplifiers, and other sound-amplifying devices are prohibited inside the Capitol, unless authorized by the Director of the Department of Administration.
 - c. In the event that sound from an event is disruptive to the conduct of business, the event organizers will be asked to reduce the sound level to acceptable levels.

4. BUILDING PRESERVATION: The Capitol Building is a historic structure, and care must be taken to preserve it.
 - a. There are a very limited number of electrical outlets available for use. Events requiring electrical supply must be arranged with Facilities Services at least one week in advance.
 - b. No posters, stickers, signs, banners, or other materials may be adhered to any interior or exterior wall, statue, pillar, portrait, staircase, or other surface of the Capitol Building.
 - c. Nothing may be leaned or propped against any surface in the Capitol Building. All displays, placards, and other items must be free-standing.
 - d. Nothing may be dragged across marble floors. If risers or other heavy items are to be placed in the Rotunda, plastic floor covering or non-marring protectors must be placed underneath.
 - e. Balloons are strictly prohibited inside the Capitol.
 - f. Candles and other sources of open flame are strictly prohibited inside the Capitol and on exterior stairs and walkways.
 - g. No building furnishings may be moved without the approval of Facilities Management.
 - h. The Capitol Building is a no-smoking facility.
5. EQUIPMENT AND SUPPLIES: For events taking place on exterior stairs, Facilities Services will provide a podium and microphone for use for up to one (1) hour upon request. Sponsoring organizations will provide all other necessary equipment or supplies.
6. MONETARY TRANSACTIONS: Money may not be collected in profitable exchange for a product or service. Upon the approval of Facilities Services, fees for non-profit services may be permitted.
7. PRIVATE EVENTS, such as dinners, proms, weddings, dances, and other similar events are not permitted unless authorized by the Director of the Department of Administration. All events are to be open to the public.
8. SETUP/CLEANUP: Sponsoring organization will set up and remove all items in a timely fashion, and without disrupting business or hindering public access to the Capitol Building. The sponsoring organization is responsible for the condition of the space after use, including removal of all litter and garbage.
9. ENFORCEMENT: The right to hold a public event at the Capitol is contingent upon that event's compliance with these guidelines, and upon final approval by Facilities Services. If an event is determined to be in violation of any guideline herein, or to be creating an undue disturbance, the event will not be allowed to continue.



**DEPT. OF ADMINISTRATION
DIVISION OF PUBLIC WORKS
FACILITIES MANAGEMENT**

***Idaho State Capitol
Public Event Request and
Statement of Responsibility***

Complete the information below, and submit the completed form to the Department of Administration, Division of Public Works, Facilities Management in accordance with scheduling procedures for the capitol building found at www2.state.id.us/adm/pubworks/facilities/capitol.htm. Fax the form to (208) 334-4031 or mail it or deliver it in person to 502 N. 4th Street, P.O. Box 83720, Boise, ID 83720-0072. If you have questions about this form, contact us at (208) 332-1933.

By signing this agreement, the sponsoring organization or individual confirms that it has read, understood, and acknowledges its responsibility to abide by the Capitol Use Guidelines at www.idahocapitolcommission.org/caprulefinal.htm. In addition, the sponsoring organization or individual will be responsible for reimbursement of labor and material costs incurred by the State of Idaho for repairs, resurfacing, or cleaning which directly relates to damage to the Capitol Building or grounds as a result of this event.

1. SPONSORING ORGANIZATION/INDIVIDUAL

NAME		
ADDRESS		
PHONE		CELL PHONE
EMAIL		

2. EVENT DETAILS

DATE				
TIME	start:	end:	(be sure to include time for setup/cleanup)	
LOCATION (check any appropriate)	ROTUNDA:	... 1 st floor	... 2 nd floor	... 3 rd floor
	EXTERIOR:	... South steps	... East steps	... West steps
	IF "OTHER," DESCRIBE:	... 4 th floor	... Other	
DESCRIBE EVENT (rally, press conference, topic or subject, etc...)				

3. RESPONSIBLE PERSON OVERSEEING EVENT

List a person who will be present during the event. List a cellular phone number, if available.

NAME		
ADDRESS		
PHONE		CELL PHONE
EMAIL		

4. INSURANCE INFORMATION for property & liability carriers, or broker of record

NAME OF CARRIER	
ADDRESS	

5. AGREEMENT

NAME (ORG. OR INDIVIDUAL)	
TITLE OR RELATIONSHIP TO ORGANIZATION	
SIGNATURE	
DATE	

FOR FACILITIES SERVICES USE

(You must receive a confirmation number to be sure your reservation is confirmed).

	Approved	Facilities Services Authorized Signature	Date
	Disapproved		
	Confirmation Number		
Comments			